

UTTARBANGA KSHETRIYA GRAMIN BANK



Head Office
Coochbehar-736101

Tender Document

For

Empanelment of vendor for supply & Installation Battery & Inverter for one year

GAD/44/2020-21/175/Tender

Dated : 28-10-2020

The information provided by the bidders in response to this RFP will become the property of Uttarbanga Kshetriya Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.

Objective-

Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road, Cooch Behar invites sealed tenders from authorized battery vendors/dealers/retailers, in respect of proposed Supply, installation and commissioning of Batteries for UPS , Batteries for Inverter and Inverter installed in Bank branches / Offices situated in the districts of Cooch Behar, Alipurduar, Jalpaiguri, Darjeeling & Kalimpong **for one year.**

Dear Sir/Madam

Supply and installation of Batteries for UPS, Batteries for Invertor and Invertor–
Calling for Quotations

1. We invite sealed quotations from eligible, reputed battery & inverter vendors/dealers/retailers who have executed similar type of job for PSUs /RRBs / Govt Depts earlier.

2.The general terms and conditions for execution of the work are given in Annexure I. The detailed specifications related to the batteries are given in Annexure II and specifications related to inverter are given in Annexure III. Quotations may be submitted in the prescribed format as given in Annexure IV& V. All the proposals will be graded on technical and financial parameters as specified in the annexures.

4.Tender shall contain the following:

(a) a copy of the tender document with a certificate issued by the vendor accepting all the terms and conditions contained in the tender document

(b) Quotation Part -I -Technical Bid as in 'Proforma A,B,C,' of Annexure IV which shall be enclosed in a separate sealed envelope and superscribed as "Empanelment of vendor for supply & Installation Battery & Inverter:Technical Bid"

(c) Quotation Part -II -Commercial Bid as in 'Proforma A , B , C' of Annexure V which shall be enclosed in a separate sealed envelope and superscribed as "Empanelment of vendor for supply & Installation Battery & Inverter:Commercial Bid"

5. Quotations, as per details given above (point no.4) may be submitted in sealed covers addressed to The General Manager(GAD), Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road , Coochbehar , Westbengal 736101 by 13 th November 2020 upto 5:00 PM superscribed as “Empanelment of vendor for supply & Installation Battery & Inverter”.

6. Technical Bid Opening: On the basis of the given technical parameters, the opened Technical Bids will be evaluated and shortlisted. Financial/Commercial Bid Opening: The Financial/Commercial Bid of only those vendors who have been shortlisted will be opened on 16th November 2020 or any date decided by the bank.

7. The tender should be submitted strictly as per the Proforma A, B , C as in Annexure IV & V of the Tender Document. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may be treated as invalid at the discretion of the Department.

8. It has been decided that only experienced vendors with experience of having carried out such kind of work for reputed firms/Govt. organisations/Commercial Banks/RRBs etc. should be entrusted with the work. The vendors are requested to submit work order/ empanelment letter regarding the same.

10. All the material sent to the vendor shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Supplied items, with defect or of inferior quality shall be rejected and shall have to be replaced immediately by the Vendor at his own cost.

11. The Bank reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the Bank's decision in this regard shall be final.

12. We look forward to high quality work to be executed within a stipulated time schedule

13. Bank will shortlist 2 vendors for supply of UPS batteries, Inverter Batteries & Inverter. Order will be placed in proportions of 60:40 between L1 & L2. In case L2 vendor is not willing to match L1 price, Bank will call L3, L4 vendors etc. In the event of L2, L3, L4 etc. are not matching the L1 price the entire quantity will be awarded to L1. The Bank reserves the right to split the quantities amongst L1 and

L2 vendors in proportions of 60:40 provided L2 vendor is willing to match all the prices/rates (item wise) and other terms & condition of the RFP.

14. L1 vendor selection for UPS battery will be based on the netting value i.e purchase price – Buy Back Price.

14. Vendors are requested for quote for Amaron & Exide batteries for better rate comparison. And may also offer other batteries only if they provide replacement warranty of atleast 2 Years for UPS batteries & 4 years for inverter batteries.

15. Vendors are requested for quote for Microtek & Luminous inverter for better rate comparison. And may also offer other inverter only if they provide replacement warranty of atleast 2 Years.

Yours Faithfully

(K Soni)
General Manager

Encl: Annexure

I: General Terms & Conditions

II: Specifications for Batteries

III: Specifications for Inverter

IV: Proforma of Quotation: Technical Bid Annexure

V: Proforma of Quotation: Commercial Bid Annexure

ANNEXURE I

GENERAL TERMS AND CONDITIONS

i. An earnest money of Rs. 50000/- in form of Demand Draft in the name of Uttarbanga Kshetriya Gramin Bank payable at Coochbehar needs to be submitted with the tender in a separate envelope. The earnest money will be forfeited if the tenderer wishes to withdraw during the process.

ii. All Batteries and inverters should be properly packed and dispatched and delivered and installed latest within 8 working days after receipt of final work order or as per our mailing instructions which will be made available in due course by the Bank. Penalty will be levied @2% of the order amount per week for delay subject to maximum penalty of 10% of the work order.

iii. Vendor must have an annual turn over of 30 lakh for past 3 years and must be in profit in last 3 years. Vendors are also requested to furnish auditor certified balance sheet , Profit & Loss account to support their claim.

iv. Batteries and Inverters will have to be delivered to our Branches/Office at no extra cost.

v. No cost in respect of damage/mutilated Batteries and Inverters will be reimbursed.

vi. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of Batteries & Inverter specifications would entitle the Bank to cancel the order. In such an event, the Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders.

vi. Any complaint raised during Warranty period should be rectified within,3 working days by standby batteries/ inverter(If Needed). The vendor shall be responsible to provide replacement within 15 working days. In case the services of our branch/office got hampered due to non-rectification of defects within given time frame, a penalty Rs. 1% per day per item subject to maximum penalty of 10% of the work order.

vii. Maximum penalty as stated in point no II & VI cumulatively for any said item will be in tune of 10% of the amount of work order.

viii. Vendor Must Have at least one warehouse/service centre in the area of operation of our bank i.e in Coochbehar , Jalpaiguri , Darjeeling , Alipurduar , Kalimpong. Vendor must also submit the address of warehouse/service centre in the technical bid.

ANNEXURE II

SPECIFICATIONS FOR BATTERIES

(1) Batteries for UPS

Place of Work	Branches / Offices under Cooch Behar, Alipuduar, Jalpaiguri, Darjeeling and Kalimpong Districts.
Quantity	As required by the branches / offices.
	1. Sealed Maintenance free batteries (12V- 65AH) 2. Buy-Back of old Batteries
Warranty	Two Years
Time of Completion of Work/Delivery Period	
	90% Payment on submission of the following documents: 1. Delivery and installation of batteries. 2. Certificate from the branch/office for successful installation of new batteries and removal of old batteries/cartoon and superfluous material. Remaining 10% after completion of warranty period or against 10% Bank Guarantee of the invoice value.

(2) Batteries for Inverter

Place of Work	Branches / Offices under Cooch Behar, Alipuduar, Jalpaiguri, Darjeeling and Kalimpong Districts.
Quantity	As required by the branches / offices.
	1. Tubular batteries (12V- 150AH) 2. Tubular batteries (12V- 200AH)
Warranty	Four Years
Time of Completion of Work/Delivery Period	
	90% Payment on submission of the following documents: 1. Delivery and installation of batteries. 2. Certificate from the branch/office for successful installation of new batteries and removal of old batteries/cartoon and superfluous material. Remaining 10% after completion of warranty period or against 10% Bank Guarantee of the invoice value.

ANNEXURE III

SPECIFICATIONS FOR INVERTERS

Place of Work	Branches / Offices under Cooch Behar, Alipuduar, Jalpaiguri, Darjeeling and Kalimpong Districts.
Quantity	As required by the branches / offices.
	1. Sine wave inverter (1100 WA) 2. Sine wave inverter (1650 WA)
Warranty	two Years
Time of Completion of Work/Delivery Period	
	90% Payment on submission of the following documents: 1. Delivery and installation of inverter. 2. Certificate from the branch/office for successful installation of new inverter and removal of old batteries/cartoon and superfluous material. Remaining 10% after completion of warranty period or against 10% Bank Guarantee of the invoice value.

ANNEXURE IV

PROFORMA –A

Quotation Part I: Technical Bid–Batteries for UPS

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns of last three years(Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
6	Profits after Tax in last three years(in Rupees Lakhs) @ (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
7	Contract amount of at least previous 3 years work orders of different PSU/RRBs/Govt Depts payments made	
8	List of major clients during the last two years	

@ Minimum Turnover needs to be ₹30.00 Lakh in a year.

@ Minimum work order amount must be 10 lakh for UPS battery in last 3 years. Work Order from PSU & Govt Dept from last three years must be attached.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)Seal of Company/firm

PROFORMA –B

Quotation Part I: Technical Bid-Batteries for Inverter

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns of last three years (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
6	Profits after Tax in last three years(in Rupees Lakhs) @ (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
7	Contract amount of at least previous 3 years work orders of different PSU/RRBs/Govt Depts payments made	
8	List of major clients during the last two years	

@ Minimum Turnover needs to be ₹30.00 Lakh in a year.

@ Minimum work order amount must be 3 lakh for Inverter battery in last 3 years . Work Order from PSU & Govt Dept from last three years must be attached.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)Seal of Company/firm

PROFORMA –C

Quotation Part I: Technical Bid–Inverter

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns of last three years (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
6	Profits after Tax in last three years(in Rupees Lakhs) @ (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
7	Contract amount of at least previous 3 years work orders of different PSU/RRBs/Govt Depts payments made	
8	List of major clients during the last two years	

@ Minimum Turnover needs to be ₹30.00 Lakh in a year.

@ Minimum work order amount must be 1 lakh for Inverter in last 3 years. Work Order from PSU & Govt Dept in last three years must be attached.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)Seal of Company/firm

ANNEXURE V

PROFORMA –A
Quotation Part II: Financial Bid

Batteries for UPS

Type	Item	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Batteries for UPS	Maintainace Free 12v-65Ah Batteries				

Unit Buy Back Price (Excluding GST) :
Buy Back GST :
Unit Buy Back Total Cost :

Delivery in branches/Offices will have no extra cost as per condition IV of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With name and seal of the firm)

Date:

PROFORMA –B
Quotation Part II: Financial Bid

Batteries for Inverter

Type	Item	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Batteries for Inverter	1. Tubular batteries (12V- 150AH)				
	2. Tubular batteries (12V- 200AH)				

Delivery in Branches/ Offices will have no extra cost as per condition IV of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With name and seal of the firm)

Date:

PROFORMA –C
Quotation Part II: Financial Bid

Inverter

Type	Item	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Inverter	1. Sine wave inverter (1100 WA)				
	2. Sine wave inverter (1650 WA)				

Delivery in Branches/ Offices will have no extra cost as per condition IV of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With name and seal of the firm)

Date:

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely,.....do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorised

Signatory Place:

(Name of company/firm)

Seal of Company/firm

CHECK LIST FOR SUBMISSION OF TENDER

1. Technical Bid in Proforma–A

Annexure IV of the Tender Document duly filled along with attested copies of:

- 1.1 Attested copies of Certificate of Registration
- 1.2 Attested copies of Certificate GST Registration
- 1.3 Details of three latest orders of similar kind from PSB or RRB
- 1.4 Audited balance sheets for 2017-18, 2018-19 and 2019-20: (provisional if accounts are yet to be finalised)
- 1.5 IT return
- 1.6 Copy of Profit & Loss account
- 1.7 Work orders from Different PSU/RRBs/Govt Dept for last 3 years

2. Financial/Commercial Bid as in Annexure V

Annexure V of the Tender Documents duly filled in.

3. Separate Cover for Earnest Money Deposit named as “EMD”.

All the Forms , Documents , Covers should be packed in a single envelope superscribed as “Empanelment of vendor for supply & Installation Battery & Inverter”